

## CITY COUNCIL AGENDA ITEM COVER MEMO

Agenda Item Number \_\_\_\_\_

Meeting Type: Regular

Meeting Date: 9/27/2012

Action Requested By:  
Fleet

Agenda Item Type  
Ordinance

Subject Matter:

Surplus Office Equipment

Exact Wording for the Agenda:

Ordinance declaring certain office equipment surplus and to be sold at public auction.

**Note: If amendment, please state title and number of the original**

Item to be considered for: Action

Unanimous Consent Required: No

Briefly state why the action is required; why it is recommended; what Council action will provide, allow and accomplish and; any other information that might be helpful.

This office equipment (printers/copiers) is surplus and is no longer needed for public use by, The City of Huntsville. Said property will be disposed of via public auction.

Associated Cost:

Budgeted Item: Not applicable

MAYOR RECOMMENDS OR CONCURS: Yes

Department Head: 

Date: 8/17/12

**ORDINANCE NO. 12-\_\_\_\_\_**

**WHEREAS**, the City Council of the City of Huntsville has determined that the personal property described below has been identified by Fleet Services as surplus to the needs of the City of Huntsville and is no longer needed for a public or municipal purpose by the City of Huntsville.

**THEREFORE BE IT ORDAINED**, by the City Council of the City of Huntsville, Alabama that the personal property described below is surplus to the needs of the City of Huntsville and no longer needed for a public or municipal purpose by the City of Huntsville.

**BE IT FURTHER ORDAINED** that the Mayor and City Clerk-Treasurer be, and they hereby are, authorized and directed to dispose of the personal property owned by the City of Huntsville, Alabama, described below, by selling such property via auction, Fowler Auction and Real Estate Service, Inc. All such property shall be sold to the highest bidder. The Mayor and the City Clerk-Treasurer be, and they hereby are, authorized and directed to execute and attest, respectively, for and on behalf of the City of Huntsville, Alabama; and signed by the Director of Fleet Services, conveyance of the title to personal property, when applicable. All proceeds of which will be deposited into the City of Huntsville General Funds account. Said documents shall be permanently kept on file in the City Clerk-Treasurer's Office. Said personal property is described as follows:

Imagistics Copier Model# ZC55-Finance Dept.  
Imagistics Copier Model# ZC55-Engineering Dept.  
Panasonic Fax Machine Model# KX-FLM600-Engineering Dept.  
Xerox Copier Model# PR0133 w/stand-Fleet Services Dept.  
Imagistics Copier Model# ZC55-Administration Dept.

**ADOPTED** this the \_\_\_\_\_ day of \_\_\_\_\_, 2012.

\_\_\_\_\_  
President of the City Council of  
the City of Huntsville, Alabama

**APPROVED** this the \_\_\_\_\_ day of \_\_\_\_\_, 2012.

\_\_\_\_\_  
Mayor of the City of  
Huntsville, Alabama

**ATTEST:**

\_\_\_\_\_  
Charles E. Hagood  
Clerk-Treasurer